

1                   **MINUTES OF THE COTTONWOOD HEIGHTS CITY**  
2                   **ARCHITECTURAL REVIEW COMMISSION MEETING**

3  
4                   **Thursday, September 20, 2012**

5                   **6:00 p.m.**

6                   **Cottonwood Heights City Council Chamber**

7                   **1265 East Fort Union Boulevard, Suite 250**

8                   **Cottonwood Heights, Utah**  
9

10           ***ATTENDANCE***

11  
12           **Committee Members:**

13  
14           Laura McCoy, Acting Chair

15           Jonathan Jay Oldroyd

16           Robyn Taylor-Granda

17           Stephen K. Harman  
18

12           **City Staff:**

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14           Larry Gardner, Planner

15           Kory Solorio, Deputy City Recorder

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18  
19           ***BUSINESS MEETING***

20  
21           **1.0     DISCUSSION ITEMS**

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23           Acting Chair Laura McCoy called the Meeting to order at 6:05 p.m.  
24

25           **1.1     Discussion of the proposed design of the Cottonwood Café located at 7146 South**  
26           **Highland Drive.**  
27

28           City Planner, Larry Gardner, presented the staff report and stated that there were a few conditions  
29           of approval that the ARC wanted to see completed after visiting the site a few months earlier.  
30           Mr. Gardner indicated that the applicant is willing to make all requested changes including adding  
31           trim to each window and decorative pop out elements around the windows and doors. They will  
32           also construct the decorative tress as suggested and show where the business sign will be placed  
33           on the building prior to making a presentation to the Planning Commission. The applicant will  
34           also make the suggested changes to the surface material on the column in the rear of the building.  
35           The ARC discussed color options, looked at samples for the aluminum on the columns, and  
36           discussed paint colors for the stucco. The ARC wanted to be sure the colors on the building were  
37           not too dark. The landscape architect moved a large tree and added variety to the original plan.  
38

39           **1.2     Discussion on a recommendation to the Planning Commission on adoption of a sign**  
40           **ordinance for a Residential Office (RO) Zone.**  
41

42           (6:22:11) Mr. Gardner presented the staff report and stated that the matter would likely move  
43           immediately to the Planning Commission. He explained that the Residential Office Zone falls  
44           under the purview of the ARC. There had never been a sign ordinance in that particular zone,  
45           however, there had been interest expressed by individuals wanting to develop there. The intent of  
46           the sign ordinance was to be compatible with the Residential Zone located across the street. The  
47           signs will be very small and need to match the future planned construction. The lighting will all



1 be indirect and pointed downward with lights required to be turned off by 10:00 p.m. Mr. Gardner  
2 clarified that the ARC is not approving the ordinance, but he simply wanted them to be informed.

3  
4 (6:27:31) Mr. Gardner introduced Planning Intern Robyn Walton who led a discussion on the  
5 design guidelines.

6  
7 (6:31:38) Commissioner Harman stated that as an architect there were certain designs he would  
8 not support. He suggested adding a comment that any variations to the guidelines be described by  
9 the architect. Commissioner Harmon stated that most architects will follow the guidelines closely,  
10 but some have the ability and desire to design outside of the guidelines. He did not want to limit  
11 their creativity, but stated that the architects need to know ahead of time that they will have to  
12 describe (and provide reasons for) their changes to the ARC.

13  
14 (6:34:07) Ms. Watkins discussed a possible discrepancy in the ordinance regarding the  
15 backlighting of awnings and canopies. She mentioned the residential adjacency standard for  
16 businesses, which may be a good example to include in the ordinance. She suggested the ARC  
17 visit the business. Roof requirements and materials were discussed and based on the size of  
18 buildings. Changes to be made to the presentation were also discussed. Some Commission  
19 Members were concerned that there was too much detail in the ordinance. Ms. Watkins explained  
20 that the detail in the ordinance is provided to be something to fall back on if the businesses come  
21 to the ARC with buildings that do not are not compatible in the community. She assumed most  
22 builders will not read the presentation before creating their plans, so it would be for security. It  
23 was noted that the ordinances are guidelines, not law, and most choose to comply.

24  
25 (6:50:25) Commissioner Harman suggested including a section in the introduction that explains  
26 the variations allowed in the ordinance. The other Commission Members supported the  
27 suggestions. They discussed additional wording to help avoid wild exterior colors. The  
28 importance of keeping colors and materials natural looking was also discussed.

29  
30 (7:00:20) Commissioner Taylor-Granda suggested imposing a three-foot height restriction for  
31 perennials, shrubs, or grass in order to ensure safe visibility for motorists. Another suggestion  
32 was made to alter the phrase “low voltage lighting” to something akin to “energy efficient  
33 lighting” since low voltage does not always mean energy efficient. Mr. Gardner agreed to make  
34 the suggested changes and resend the presentation to the Commission Members.

35  
36 **1.3 Discussion on a recommendation to the Planning Commission on adoption of**  
37 **Gateway Overlay Design Guidelines.**

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39 **2.0 ACTION ITEMS**

40  
41 **2.1 Action on the proposed design of the Cottonwood Café located at 7146 South**  
42 **Highland Drive.**

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44 (6:19:35) *Commissioner Chapman moved to recommend approval of painting the existing*  
45 *stucco, pending approval of the color, which staff will select and email to the ARC.*  
46 *Commissioner McCoy seconded the motion. All present voted in favor of the motion*  
47



1   **2.2    Action on a recommendation to the Planning Commission on adoption of a sign**  
2   **ordinance for the Residential Office (RO) zone.**

3   **2.3**

4   *Commission Oldroy moved to recommend approval to the Planning Commission on adoption of*  
5   *a sign ordinance for the Residential Office (RO) zone with changes submitted to staff.*  
6   *Commissioner Harman seconded the motion. All present voted in favor of the motion.*  
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8   **2.3    Action on a recommendation to the Planning Commission on adoption of Gateway**  
9   **Overlay Design Guidelines.**

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11   *Commission Taylor-Granda moved to recommend approval to the Planning Commission on*  
12   *adoption of Gateway Overlay Design Guidelines with changes submitted to staff. Commissioner*  
13   *Harman seconded the motion. All present voted in favor of the motion.*  
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16   **2.4    Approval of September 20, 2012 Minutes.**

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18   *Commissioner Harman moved to approve the minutes of September 20, 2013 after the following*  
19   *process is met. The recorder will prepare the minutes and mail them to each Member of the*  
20   *Commission. The Members will have five days to review the minutes and provide any changes*  
21   *to the recorder. If after five days there are no changes, the minutes will stand approved. If*  
22   *there are changes, the process will be followed until the changes are made and the Commission*  
23   *is in agreement, at which time the minutes shall be deemed approved. Commissioner Taylor-*  
24   *Granda seconded the motion. All present voted in favor of the motion.*  
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26   **3.0    ADJOURNMENT**

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28   *Commissioner McCoy moved to adjourn. Commissioner Harmon seconded the motion. All*  
29   *present voted in favor of the motion.*  
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31   The Architectural Review Commission Meeting adjourned at 7:11 p.m.



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2 *I hereby certify that the foregoing represents a true, accurate and complete record of the*  
3 *Cottonwood Heights Architecture Review Commission Meeting held Thursday, September 20,*  
4 *2012.*  
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12 Teri Forbes  
13 T Forbes Group  
14 Minutes Secretary  
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16  
17 Minutes approved: